DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1624 of Page 1 1

Division/Unit Department of Health and Mental Hygiene Agency Division of Medical Medical Care Finance and Compliance Administration Assistance Recoveries Executive Section Retention Description ltem No. Retain in office for Files of former employees of the Medical Assistance two (2) years, then 1. Recoveries Unit transfer to the State Records Center for Files include work history for the duration of employfour (4) years and ment within the Medical Assistance Recoveries Unit. Contents would include effective starting date, annual destroy. evaluations, disciplinary actions, reclassifications, sick leave documentation, and any other miscellaneous filing. same as above. Timesheets 2. Folders include copies of bi-weekly timesheets. Retain in office for Chronological files of the activities of the 3. five (5) years, then Division of Medical Assistance Recoveries transfer to the State Records Center for Files include documentation of the work performed in four (4) years and the case areas of the three sections comprising DMAR. destroy. Retain in office for Health Management Systems Contract six (6) months after 4. contract terminates. Files include activities of the TPL Contractor, then transfer to State Health Management Systems, Inc. Records Center for 5 years and destroy. Retain in office for Miscellaneous 5. five (5) years, then transfer to the State Consists of anything not mentioned or described in Records Center for items one through four above. four (4) years and destroy. Schedule Authorized by State Archivist Schedule Approved by Department, Agency, or Division Representative. Date_ Date Signature <u>Duets</u>

Signature.

DGS 550-1 (Rev. 1/93)

Typed Name_

Title__

Greta E. Rolland

Chief - 225-1760

JUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW JED RECORD SERIES. FORWARD WITH RECORDS RETENTION DULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
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pt. Of Health and Tool giene DEFINITION - Records Series - A group of related record	to normally filed and used as a unit for reference a	a well as retantion and disposition parposes
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	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
7. RECORD SERIES FORMAT(S)		Microfilm Reel (s)
★ Letter Size □ Microfilm	Alphabetical	Computer Tabe (s) Other (Specify)
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Other (Specify)		1
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•	4	D Month(s) X Year(s)
□ Daily □ Weekly & Monthly		nt was specify agency or office)
CONTRACTOR (Files Floor Room)	14. IS RECORD SERIES DUPLICATED EL	SEWHERE? (If yes, specify agency or office)
13. CURRENT LOCATION(S) (Bidg., Floor, Room) 201 W. Preston St.	XX Yes DHMH Personr	nel a No
Second Floor, Room 203	AA 100	
<u> </u>	n(s) 16. AUDIT REQUIREMENTS	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation	- State	c Federal c Independent
□ Yes ¾5 No	X None - State	
	DESCRIPTION OF THE PROPERTY OF	-
17. IS AN INDEX SYSTEM USED? (If yes, explain bnefly	and 18. RECOMMENDED RETENTION	two (2) years, then transfer to for four (4) years and destroy.
describe any hardware/software)	Retain in office for	two (2) years, then cramber for four (4) years and destroy.
□ Yes & No	State Records Cerror	
·	WW.259	21. DATE
,	20. TELEPHONE NUMBER	May 4, 1994
19. NAME AND TITLE OF PREPARER	410-225-1760	, , , , , , , , , , , , , , , , , , ,

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11. FILE IS USED 12. Daily & Weekly G Month 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 201 W. Preston St. Second Floor, Room 203 15. ACCESS RESTRICTIONS (If yes, cite law(s) & requiate	12. FILE BECOMES INACTIVE AFTER 4 Number 14. IS RECORD SERIES DUPLICATED EL- 7 Yes DHMH Persor tion(s) 16. AUDIT REQUIREMENTS I None & State	1 C Other (Specify) Number Month(s) X0 Year(s) SEWHERE? (If yes, specify agency or office) nnel © No

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7. RECORD SERIES FORMAT(S) **E Letter Size	8. RECORD SERIES SEQUENCE 2. Alphabetical 3. Numerical 4. Chronological 5. Geographical 6. Other (Specify)	9. VOLUME File Drawer(s) C Microfilm Reel (s) C Computer Tabe (s) C Other (Specify) 1 Number 10. ANNUAL ACCUMULATION X File Drawer (s) C Microfilm Reel (s) C Computer Tabe(s) C Computer Tabe(s) C Other (Specify)
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17. IS AN INDEX SYSTEM USED? (If yes, explain or describe any hardware/software)	I chate Records Center	five years, then transfer to t for four years and destroy.
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19. NAME AND TITLE OF PREPARER		

STRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW EVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION CHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
n. DEPARTMENT/AGENCY ept. of Health and Mental Hygiene	2. DIVISION Division of Medical Assistance Recoveries	3. UNIT
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ETRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) EPARTMENT/AGENCY Dept. of Health and Mental Hygiene DEFINITION - Records Series - A group of related records series - A group of related records record series - A group of related records rec	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 'JESSUP MARYLAND 20794 2. DIVISION DIVISION of Medical Assistance Recoveries Fords normally filed and used as a unit for reference	Page Of
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